



# How to Use an NRCS Career Planner

For Supervisors and Trainers

## 1 Access the appropriate career planner

- Step 1:** Download the career planner and save it to your desktop.
- Step 2:** Open the career planner using the Excel desktop application.
- Step 3:** Click the **Enable Content** button in the yellow bar with the message “Macros have been disabled.”

*If it's yellow, it's for you!*  
Within a career planner, a yellow box always indicates a field where you can type in text or select an option from a drop-down menu.



## 2 Provide assessed proficiency ratings for the employee

- Step 1:** Click the **Competency Assessment** button under *Navigation*.
- Step 2:** Use the **Competency** filter to select a competency and review the associated tasks.
- Step 3:** Provide a proficiency rating using the drop-down menu under **Supervisor/Trainer Assessed Proficiency Rating**.
  - Note:** A supervisor can modify an employee's target proficiency rating (as necessary) using the drop-down menu under **Modify Target Proficiency Rating (Employee)**. This feature should be used sparingly.

					Please select your GS level			
Competency	Group	Subgroup	Task	Level	Self-Assessed Proficiency Rating	Supervisor/Trainer Assessed Proficiency Rating	Target Proficiency Rating	Modified Target Proficiency Rating (Employee)
Conservation Planning	Collection & Analysis	Identify Problems	Observe and document the resource concerns	National				

## 3 Return the career planner to the employee

- Step 1:** Save the changes you made to the career planner.
- Step 2:** Add the career planner as an attachment to an email and send it to the employee.
  - Note:** In your email, confirm with your employee that you have entered your assessed proficiency ratings for the appropriate competencies and/or tasks.

